

## Health and Safety Policy Statement

DBD Distribution Ltd. is best known for supplying and installing white goods and kitchen fittings for house builders for more than 30 years. Diversification has taken the company into planning, distributing and installation of kitchen furniture and appliances in domestic and business premises, as well as on construction sites.

Work activities involve warehousing and distribution of product by road vehicles, as well as installation of kitchens and kitchen appliances on construction sites, or other premises in various stages of completion. This work presents hazards to employees including manual handling, use of mechanical handling aids, use of tooling, COSHH substances, exposure to construction dust, connections to electrical and gas services, and occasional work at height.

As a general principle, the directors of the company are committed to ensuring the health, safety and wellbeing of their employees and others who may be affected by their business activities. All reasonably practicable steps will be taken to achieve this objective, comply with all statutory obligations and promote a positive health and safety culture throughout all sections of the company.

Particular attention is paid to implementing the requirements of the Health & Safety at Work Act 1974 (HASAWA) and other legislation after it, to minimize the risks of injury or ill-health to the work force. The directors, working through the managers and supervisors will ensure that the following actions are taken:

- Full risk assessment is carried out and safe systems of work agreed for all hazardous activities, with regular reviews to ensure that they are suitable and sufficient to maintain health and safety.
- A safe workplace is maintained, ensuring safe access and egress, with adequate and suitable facilities for the welfare of employees and visitors.
- Suitable vehicles, tooling and equipment will be provided, properly maintained, and fitted with appropriate safety devices to ensure safe use.
- The use of hazardous substances and materials is minimised, and suitable controls implemented where they cannot be fully eliminated.
- Arrangements are established for use, storage, handling, and transport of articles necessary for work activities that ensure health and safety.
- Supply adequate information, instruction, training, and supervision to ensure the health and safety of all employees, and others who may be affected by their work.
- Arrangements are maintained for response to emergency situations such as fire, first aid and evacuation of premises.
- Obtain health and safety advice by a variety of methods, including provision of appropriate training and resources to a member of the management team to enable this role to be carried out effectively within the company.
- Work practices are to be monitored, and appropriate health surveillance arranged where a need is identified by the nature of the work, or absence records.
- Provide protection for the health, safety, and welfare of all visitors to company premises, including contractors, temporary workers, and members of the public.
- Check the competence of all contractors engaged to undertake work on behalf of the company and provide all necessary information to enable them to carry out any assigned work safely.
- Workers are provided with support and instruction to enable them to assess risk while working at locations other than those belonging to the company, to assist them to maintain a safe working environment and system of work.

- Sufficient funding and resource are made available to meet the Health and Safety needs of the company.

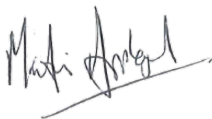
This policy will be drawn to the attention of all new employees as part of their health and safety induction, and by means of periodic review at staff briefings the company will ensure that all employees understand their obligations to:

- Take reasonable care of their own health and safety, and that of other persons who may be affected by their acts or omissions while at work.
- Refrain from interfering with, misusing or wilfully damaging any equipment provided to maintain health, safety, and good welfare.
- Cooperate fully with the company in its arrangements and procedures to maintain the health and safety for all employees and third parties. This obligation extends to implementing the safety rules of other employers when working on their premises or sites.
- Report all deficiencies in arrangements for health and safety without delay.
- Never carry out or authorise practices which place themselves, work colleagues, other trades, or members of the public at risk or breach legal requirements.
- Aid in the development of our safety culture by cultivating the correct attitude, behaviour, and values regarding safe working. These are key in the influence on their approach to work and ultimately the company's health and safety performance.

To ensure the effectiveness of this policy, the Board of Directors has appointed the Group Compliance Director to monitor its implementation through the management structure, and to arrange:

- A review at least annually or following significant change to the business, of the organisation and arrangements for health and safety within the company.
- To make subsequent revisions known to all employees.
- Effective consultation and communication between all levels of management and staff where changes are required and implemented.

Policy signed and authorised by the Group Compliance Director on behalf of the Board of Directors.



## Health & Safety Policy Organisation

### **The Board of Directors**

The Board of Directors are responsible to:

1. Appoint one of its members to oversee health and safety on its behalf.
2. Agree the policy and ensure provision of adequate resources to implement it.
3. Annually review the policy, and the health and safety performance of the business, agreeing a strategy and action plan as necessary to implement the policy.
4. Consider the health and safety implications of all proposed changes to the business, ensuring that adequate risk assessment is carried out, and adequate resources are provided to control any additional hazards identified.
5. Ensure that suitable arrangements are in place that will enable adequate consultation with employees on health and safety matters.

### **Group Managing Director**

The Group Managing Director is responsible to:

1. Ensure that the Board implements its responsibilities as detailed above.
2. Ensure that staff and performance objectives for the company include consideration of health and safety legislation and industry best practice.

### **Group Compliance Director**

The Group Compliance Director has been assigned overall responsibility for health and safety, and for implementation of the policy on behalf of the Board of Directors. He will:

1. Oversee conformity with health and safety and road transport law, and the application of industry best practice across all activities of the company in his role as Group Compliance Director.
2. Appoint suitably qualified advisors for health and safety and environmental issues and ensure that they are informed of all changes to the business which are likely to impact on these matters, so that appropriate planning and adjustments can be made in a timely manner.
3. Oversee conformity with all legislation affecting health and safety, welfare, environmental and road traffic matters across all company activities.
4. Ensure that sufficient funding is made available to support all necessary health and safety requirements.
5. Make suitable and sufficient arrangements to ensure that company premises are maintained in safe, clean, tidy, and wholesome condition.
6. Arrange periodic testing and inspection of the electrical, gas and water installations.
7. Implement the requirements of the fire risk assessment, ensuring that the alarm system, emergency lighting, signage and fire extinguishers are in place and maintained.
8. Maintain a log of premises checks, maintenance, and repairs.
9. Engage only competent contractors to undertake work on any company premises.

The Group Compliance Director has been assigned overall responsibility for Group Compliance and is responsible to:

1. Ensure that systems are in place to investigate all accidents, near misses, incidents of ill-health and environmental damage. He will monitor these systems and those assigned to implement them to ensure that investigations are carried out, that all RIDDOR reports are submitted when necessary, and that appropriate records are maintained, and lessons learnt circulated to management and employees.
2. Ensure that statutory requirements are met in respect of working hours, employment of young people, expectant mothers, disabled persons, and others considered to be at particular risk in the workplace, by means of the management structure.
3. Ensure that all aspects of the company's activities and systems are audited, ensuring compliance with all legal requirements.
4. Chair the quarterly meetings of the Health and Safety Forum.

### **Group Finance Director**

The Group Finance Director is responsible to:

1. Arrange adequate insurance to cover all aspects of the activities of the company, and to make available to employees and interested parties, as necessary.

### **Group Commercial Director**

The Group Commercial Director is responsible to:

1. Arrange and engage suitable contractors to undertake work on company premises, liaise with managers to ensure that competent contractors are commissioned. He will also be responsible to monitor the preparations made by departmental managers so that works are properly specified, scheduled, and coordinated

### **Non-Board Directors and Senior Managers**

Non-Board Directors and Senior Managers are responsible to lead by example in matters of health and safety, and to ensure that:

1. Managers and supervisors reporting to them clearly understand their health and safety responsibilities.
2. Adequate workforce and suitable work equipment are assigned to all who work under their control to ensure their safety and health.
3. Suitable and sufficient risk assessments are in place, and control measures briefed to their staff for all work activities under their control.
4. Regular consultation takes place about health and safety within the teams they oversee, by means of monthly briefings and toolbox training.
5. Appropriate training is provided for all employees under their control, including induction, task, skills and general health and safety information, so that work can be always carried out safely.
6. Suitable PPE is provided, as necessary.

7. Reports are made to the Health & Safety Manager concerning any health and safety issues which cannot be resolved within the departments they oversee. They will in turn brief the board of directors where issues need to be considered.
8. By means of "return to work interviews" will monitor levels of absence within their departments, feeding back records and trends noted to the HR Manager.

## **Managers and Supervisors**

Managers and supervisors are responsible to implement the policy and all health and safety standards applicable to their departments, including:

1. Instructing all staff of the health and safety requirements applicable to their work and providing effective supervision to ensure such rules are strictly always followed.
2. Contribute to the risk assessment process of Job Safety Analysis as required by the Health and Safety Manager.
3. Keeping themselves up to date with health and safety requirements, requesting assistance as necessary from the Health and Safety Manager.
4. Carrying out periodic inspections of the workplace, vehicles, equipment, tooling, and systems of work under their control to ensure the highest standards of health and safety are maintained.
5. Ensuring that employees are suitably competent and have any necessary licenses and qualifications needed for the tasks assigned them.
6. Making staff aware of the occupational health arrangements applicable to their activities and the requirements for eye tests for those working with computers or road vehicles.
7. Taking corrective action against staff who fail to follow health and safety or other company rules, referring matters to senior managers for attention when necessary.
8. Reporting to an appropriate senior manager or director any health and safety concern which cannot be resolved.

## **Health and Safety Manager**

The Health and Safety Manager is responsible to maintain their knowledge of health and safety legislation, approved codes of practice and industry best practice relating to all aspects of company activities. In cooperation with the Group Compliance Director, they will monitor the health and safety performance of all departments, offering advice as necessary to directors, managers, and supervisors, and will:

1. Provide training materials for use by other managers as agreed by the Health and Safety Forum.
2. Maintain records for all health and safety related training, and copy certificates awarded to individuals establishing competence in safety critical work activities.
3. Carry out H&S Induction training, auditing and briefings as required.
4. Inspect all company premises periodically to ensure high standards of safety, and safe systems of work are evident.
5. Audit the policy, organisation and arrangements for health and safety annually.
6. Develop Job Safety Analysis through consultation with appliance and furniture division installation teams.
7. Draw up risk assessments, method statements and other instructions in connection with safe systems of work in consultation with department managers.

8. Carry out investigations of all accidents, incidents and near misses, ensuring that all necessary follow up takes place, and lessons learned are circulated to all affected departments.
9. Keep the company fire risk assessment up to date and ensure that all persons assigned duties in its attendant documentation are aware of their duties. Appoint and train sufficient fire marshals to enable effective evacuation of company premises.
10. Oversee the provision of first aid equipment and EFAW trained personnel appropriate to company needs.
11. Regularly audit both directly employed and subcontractor installation teams against an agreed set of KPI's.
12. In unison with the HR Manager, oversee all 'random' and 'for cause' testing for drugs and alcohol.
13. Work with and support the HR Manager with regard to wellbeing issues, occupational health, and health & safety briefings, training plans and initiatives.
14. Manage compliance with business certification requirements about subscription to and membership of all external H&S assessment schemes relating to Safety Schemes in Procurement.
15. Manage the business response to all customer PAS 91 / Pre-Qualification questionnaires and enquiries on behalf of the company.

## **HR Manager**

The HR Manager is responsible to monitor levels of employee absence, based upon returns from department managers, and to prepare suitable reports and recommendations for consideration by the Health and Safety Forum.

The HR Manager will also work collaboratively with the H&S Manager on health, safety and wellbeing plans and initiatives.

## **All Employees**

All employees must take due care of themselves, and others affected by their work and are responsible to:

1. Always behave in a professional manner, following health and safety rules and refraining from any actions which would deliberately endanger others, or from working under the influence of drugs or alcohol.
2. Familiarise themselves with this policy, risk assessments and safe systems of work relating to their work activities, ensuring that they comply with the requirements set out therein.
3. Report unsafe working practices, shortcomings in safety procedures, accidents, incidents, or near-misses to their manager.
4. Stop work and liaise with their manager if work appears unsafe.
5. Know the emergency procedures for the area or location in which they work.
6. Use vehicles, equipment, tooling, product, materials, and substances in accordance with the information, instruction or training provided by managers.
7. Make proper use of safety devices, guards and equipment ensuring that it is properly maintained, and safety checked before use. Undertake no adjustments, maintenance, or repairs for which proper training has not been given.
8. Ensure that equipment, product, and materials are stored safely when not in use.
9. Keep their work area clean and tidy, cleaning up spillages and removing trip hazards immediately.

10. Dispose of waste materials in the manner instructed so that hazards for others are not created.
11. Wear appropriate personal protective equipment as instructed, maintaining it in suitable condition.

## Health & Safety Policy Arrangements

This document is intended to compliment the policy and the Organisation for Health and Safety as set out in the preceding pages, and describes the arrangements put in place to implement them.

## **Documented Standards**

The Health and Safety policy has three parts, 1; a statement of intent and commitment signed off by the directors, 2; a description of the responsibilities assigned to various positions within the organisation of the company, and 3; the arrangements adopted describing the systems used and way those responsibilities are to be discharged.

The Group Compliance Director has signed the policy statement on behalf of the board of directors.

The Group Compliance Director ensures that the board of directors reviews all parts of the policy at least annually, or following any significant change to personnel, business objectives or operational methods.

The overall Health and Safety Policy is supplemented by specific policies and procedures where necessary. Documents include risk assessments, method statements, checklists, instructions, and procedures as required by the law, guidance from enforcing authorities and in accord with established industry standards.

## **Organisation**

The Health and Safety Policy – Organisation sets out the responsibilities of all persons employed by the company, managing director through to all individual workers. Those assigned duties in connection with the policy are identified by name in Appendix 1 at the end of this document.

Success in managing health and safety is measured through monthly auditing arranged by the Health and Safety Manager, quarterly meetings of the Health and Safety Forum, monthly team meetings for all staff with departmental managers, and annual staff appraisals.

Health and safety advice is provided for all managers by means of an internal Health and Safety Manager who is responsible to obtain up to date information from the HSE website, and through subscriptions to various periodicals, newsletters, trade papers and websites. Information vital for safety is passed to relevant managers by means of memo, meetings, or the Health and Safety Forum as applicable. Key managers are also kept up to date by means of information from trade bodies etc.

The Health and Safety Manager will ensure that all managers have a working knowledge of the legislation affecting their departments, and that suitable arrangements are in place to discharge the requirements identified.



## Monitoring Health and Safety Procedures

The Group Compliance Director is responsible to monitor the suitability of the policy and the health and safety performance of the whole company, and to report to the directors any shortfalls encountered, along with suitable recommendations for improvement. He will work through the Health and Safety Manager, who will:

1. Review the comments sections of toolbox talk sign off sheets to identify areas of concern raised at team briefings, reporting these to the Group Compliance Director for attention.
2. Receive and review all accident, incident and near-miss reports to ensure investigations are fully carried out, and that appropriate steps are taken to warn staff of potential hazards so that reoccurrence can be avoided.
3. Observe work practices using the Job Safety Analysis system to ensure that safe systems of work are being followed in the workplace, and that they are adequate for the actual needs of the workforce. Items found to be deficient are drawn to the attention of the department manager and reported to the Group Compliance Director.
4. Carry out a full audit of the policy, its organisation, and arrangements annually.

Departmental managers will constantly monitor the situation within their area of responsibility to ensure that all health and safety rules and safe systems of work are being adhered to. They will further take note of concerns raised by staff by means of periodic discussion, monthly team briefings and annual appraisals, taking issues forward for discussion with the Group Compliance Officer, or Health and Safety Manager, as necessary.

## Consultation with Employees

It is recognised throughout the company that involvement of staff in their own health and safety arrangements is essential to promote a positive Safety Culture, and compliance with this policy at all times. Staff are given information and are consulted by means of monthly team briefings conducted by a responsible manager, and an annual appraisal interview with their department manager.

## Training

All employees are trained in safe working practices and procedures, their responsibilities under this policy and any specific skills required to carry out their duties effectively.

**Induction training** is provided to all new employees involving discussions with the Health and Safety Manager, covering the risk assessments for their work area. Department managers ensure that all staff assigned to their departments are competent by way of previous training or experience so that their duties can be safely carried out. Suitable task training is provided for all new starters according to the need.

**Task training** is provided “on the job” by supervisors and qualified staff under the direction of department managers, as necessary to achieve recognised industry minimum standards and best practice. These arrangements are kept under review by the Group Compliance Officer and the HR Manager.

The services of external agencies are employed where necessary to provide training leading to professional qualifications for installation and site workers, and other disciplines essential to the



business activities of the company. These arrangements are coordinated by the HR Manager, in cooperation with the Group Compliance Director. Full records are kept by the HR Manager.

A program of Toolbox training is carried out across the company by line managers and supervisors to ensure that health and safety matters are kept before employees. Materials for these discussions are provided by the Health and Safety Manager, and records are passed to him for filing. These can be made available to developers where they are required for site records.

## **Safe Systems of Work**

Directors and senior managers are responsible to ensure that suitable and sufficient risk assessments are on file, and that appropriate method statements are available for briefing staff involved in all work under their control where hazards can be reasonably expected.

The Health and Safety Manager is responsible to review all risk assessments and to develop additional documents where these are needed. To identify hazards, he will use the process of Job Safety Analysis in consultation with department managers, supervisors, and operatives, as necessary. Method statements are drawn up based on the control measures agreed during the risk assessment process and are then briefed to staff to establish safe systems of work.

Copies of all risk assessments and method statements are held on file by the Health and Safety Manager and are distributed to relevant employees, or other interested parties as required. All employees are advised and understand the requirement to work in accord with the documents provided for their work activities.

Training has been provided for all operational staff in the principles of Dynamic Risk Assessment to enable a safe response when circumstances at the place of work vary from that anticipated in the predictive risk assessments. Any adjustments found to be necessary must be noted on sign off work sheets and fed back to managers so that features likely to be needed again can be incorporated into future documentation.

## **Employees at Special Risk**

It is recognised that some employees may from time to time find themselves at an increased risk of injury or ill health because of work activities, perhaps due to existing medical conditions, taking prescribed medication, pregnancy, being a young person or having a permanent or temporary disability.

It is a requirement that employees immediately advise their department manager as soon as they become aware of any change in their personal circumstances which could result in their being at increased risk.

The company further recognises that due to the nature of its work activities, there is the potential for increased risk where employees work alone, work at home, work on the roads, and work on developer's sites or at satellite locations. Additional comments appear later in this document and in more detailed policies developed to cover these situations. These policies are set out in the staff handbook and are provided for employees who become affected. Copies are available from the HR Manager on request.

The Health and Safety Manager is responsible to review and where necessary make adjustment to the risk assessments covering the work of any affected employees, to ensure that the

limitations imposed by their individual conditions can be effectively addressed to limit the effect on their health and safety.

## Temporary Workers

The company may from time to time employ temporary staff to assist in meeting peaks in workload, to cover when other employees are not available, or due to operational need in areas remote from company bases. When this occurs, temporary staff are accorded the same status as employees in matters relating to health and safety and are likewise expected to adhere to the same safety standards and procedures as other employees.

Department managers are responsible to ensure that temporary workers are only sourced from bona fide agencies who understand the company's requirements. They are further responsible to ensure that all temporary staff receive induction training, followed by such information, instruction, training, and supervision as is necessary to enable them to undertake their assigned duties in a safe and effective manner.

The assigned Early Duty Manager is responsible to interview all newly placed temporary workers to assess their suitability for the tasks required of them. They will ensure that those given work are supplied with PPE appropriate to their needs if they have none of their own and review the applicable risk assessments for their intended work. Where necessary, an appropriate safety induction will be provided before they begin work on a developer's site.

## Employment of Young People (16 – 18 Years of Age)

The company accepts that additional risks are involved when young people are employed or placed for work experience etc., and as a general principle will ensure that they are not exposed to high-risk construction activities. It is recognised that they are especially vulnerable due to the following factors:

- Their lack of maturity.
- Their lack of safety awareness.
- Their lack of knowledge of the workplace, and experience in general.

The HR Manager is responsible to ensure that young people offered employment have been suitably selected and assigned to tasks in non-construction departments so as not to be exposed to exceptional hazards.

The Health and Safety Manager is responsible to review all the tasks that may be assigned to individual young people and to ensure that the safeguards contained in the standard risk assessments are adequate or strengthened where necessary having in mind the factors above.

Full details of the risk assessments devised for a young person will be provided by the Health and Safety Manager to those managers and supervisors in the departments where the individual is to work.

These managers will in turn brief the teams that the young person is assigned to work with, so that all are aware of the additional risks involved, and any restrictions to be applied to the work of the young person. This will ensure that all can co-operate in protecting them from harm.

The Health and Safety Manager will be responsible to provide safety induction training for the young person, emphasising the hazards facing them as identified in the personal risk assessment drawn up for them. He will provide information on the restrictions affecting them so that they are fully aware of any prohibited activities.

The department manager will be responsible to closely supervise the young person to ensure that:

- They are not required to work beyond their physical or psychological capacity.
- They receive ongoing training to enable them to develop their skills and assist them to develop their personal responsibility and the desire to work safely.
- Any risks to which they are exposed are reduced as far as is practicable.
- Other staff working in the department can share in guiding and protecting them.

## **Non-office Workers**

It is recognised that workers tasked with the offload and installation of kitchen appliances and furniture, and/or the driving of company or personal vehicles to and from site developments, will have additional hazards to consider, particularly when working alone. Schedulers are instructed to ensure that operatives sent to work alone are assigned work that does not exceed their personal ability or capacity.

Employees are advised that they should never expose themselves to undue risk or attempt alone any task which would normally be carried out by two or more people. They are authorised to abort any activity which they judge to be detrimental to their health and safety.

All vehicles owned by the company are fitted with tracking devices which are monitored at frequent intervals throughout the day by the Logistics Manager. They are responsible to check in with the driver of any vehicle which is noted stationary for unexpected periods. Employees are provided with mobile phones and are asked to maintain contact with their supervisor to advise of concerns or hazardous situations encountered as the day progresses.

Instructions are provided that will enable employees to carry out dynamic risk assessment before starting work whenever they face unexpected situations, or if the predictive risk assessment and method statement do not appear adequate.

## **Hybrid Working**

As part of a hybrid working arrangement, and where personal circumstance permits, office-based employees will be asked to routinely split their duties between the workplace and home. The company recognises it has the same health and safety responsibilities for people working at home as for any other worker, and all duties under Section 2 of the Health and Safety at Work Act 1974, Regulation 3 of the Health and Safety (Display Screen Equipment) Regulations 2002, and Regulation 3 of the Management of Health and Safety at Work Regulations 1999 apply.

All equipment provided to hybrid workers is suitably tested, and workers are instructed to follow DSE guidance provided by the H&S department when setting up a workstation.

Lone working for extended periods is recognised as a contributing factor towards feelings of stress. As such, line managers ensure there is regular communication with those working from home, and employees are encouraged to keep in regular contact with their line managers and colleagues, as well as attend meetings and other office-based events as expected.

## **Occupational Health**

Upon induction it is made clear to employees that they must report any health concerns they feel are associated with or made worse by their work. Such reports should be made to the H&S and HR Manager who will treat them in strict confidence and arrange for the assistance of specialist occupational health practitioners as required.

General health surveillance is arranged, when necessary, by the Health and Safety Manager on an annual basis, by means of health survey forms distributed to all employees. Personal issues reported by these means are passed to the HR Manager for attention in confidence. Results are analysed and health and safety needs identified in conjunction with the HR Manager. Advice can then be circulated to employees and presented for consideration at the quarterly health and safety forum meetings.

Department managers monitor all absence from work and are responsible to conduct "return to work" interviews with all employees taking time off. Reports are passed to the HR Manager, and trends noted, or individual incidents with health and safety implications are reported to the Group Compliance Officer at monthly meetings.

## **Construction Dust**

Appliance and kitchen furniture installers may, in the course of their work cutting and drilling, release airborne silica and wood dust. For these tasks they have been provided with FFP3 masks for which they are properly face fitted. Containers are provided so that these items can be kept clean and in good condition. Responsibility for face fit testing rests with the Health and Safety Manager. Kitchen furniture installers will make use of mechanical dust extraction to prevent the liberation and transfer of any dust.

## **Drugs and Alcohol**

Consumption of alcohol or non-medical drugs is not permitted by employees during work time, or while on company premises. Persons reporting for work where there is a suspicion they may be under the influence will be asked to provide a breath test or mouth swab drug test. Positive test results may result in the individual being suspended from duty and sent home as unfit to work.

Department managers and supervisors are responsible to monitor the staff in their teams and report to the HR Manager any individuals they suspect may have broken the company rules so that proper breath or oral swab drug testing can be carried out. The HR Manager will coordinate the responses in conjunction with the responsible department manager.

Full details of this policy and the arrangements for routine alcohol and drug testing are set out in the company staff handbook provided for all employees. Copies of the policy and arrangements can be made available to interested parties upon request.

## **First Aid**

The company accepts its obligations to ensure appropriate first aid arrangements are put in place to cater for the needs of employees and visitors on its premises, and elsewhere when work activities are carried out. The Health and Safety Manager is the designated "Appointed Person" and is responsible to assess and review first aid provision. He will advise the Group Compliance Director when alterations are required. He will ensure that provision of supplies and equipment, as well as EFAW qualified personnel match the requirements identified in the assessment.

Appropriate first aid kits and eyewash stations are in all warehouse and office facilities operated by the company as well as an Auto External Defibrillator (AED) at DBD Hemel. The Health and Safety Manager is responsible to check and replenish supplies. Driver's first aid kits are provided on all company vehicles and are available for peripatetic staff. Drivers are responsible to replace items used in these kits by making request to the commercial dept.

Sufficient numbers of trained and certified EFAW personnel are maintained so that there will always be at least one individual available within any DBD premises. The Health and Safety Manager ensures that a list of certified EFAW personnel is maintained and visible to employees.

## **Accident Reporting**

Employees are instructed to report all accidents, incidents and near misses in the first instance to their line manager, and to fully cooperate with any subsequent investigations and remedial actions which become necessary.

Department managers are responsible to obtain full details of all accidents, incidents and near misses which occur in their area of oversight and ensure that these are passed to the Health and Safety Manager so that appropriate investigations can be made, records kept and RIDDOR reports made, as necessary.

**Accident Books** are available at both premises in Hemel Hempstead Central and Taunton, and copies of all reports must be forwarded to the Health and Safety Manager for investigation and recording. These are the master recording systems for the whole company. An electronic reporting system has been provided on the H&S page of the company SharePoint site to assist managers and workers in making initial reports.

Full investigations are carried out by the Health and Safety Manager into all accidents, incidents or near misses following the procedure set out on the investigation forms. These will endeavour to identify any failings in systems or procedures so that suitable adjustments can be arranged with a view to preventing further occurrences. The findings and recommendations of such investigations are passed to the Group Compliance Director for consideration at the Health and Safety Forum meetings. Safety Alerts are issued direct to employees and relevant details are further provided for discussion at all departmental safety briefings.

## **Workplace Safety**

The directors are committed, so far as is reasonably practicable, to maintain a safe and healthy environment in which employees can carry out their work. It is the intention to fully meet the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum.

The premises used by the company are provided with suitable lighting, heating, and ventilation to ensure the comfort of employees and visitors, and appropriate food preparation, rest rooms and toilets are available for use as required. Cleaning and maintenance duties have been assigned to external contractors where particular hazards exist or specialist knowledge is required to maintain facilities in safe, serviceable, and wholesome condition.

The Health and Safety Manager monitors the premises to ensure that hazardous conditions are quickly identified and attended to without delay.

All premises are free of asbestos.

Statutory health & safety notices are displayed on company premises including “no smoking” signs at doorways, the H&S Law poster, and the current Employers Liability Compulsory Certificate. Signage is also displayed to indicate fire escape routes, fire extinguishers, first aid provision and to draw attention to hazards and precautions required.

## **Welfare Arrangements**

The Logistics Manager is responsible to ensure that welfare facilities in company premises are adequate and maintained in wholesome and serviceable condition. He will ensure that suitable and sufficient arrangements are made to care for these requirements.

Project Managers are responsible to attend pre-start meetings at developer’s sites, and to check that principal contractors have made adequate provision for welfare requirements before installers are sent to site to work.

## **Emergency Plan**

An emergency plan has been produced for both premises at Hemel Hempstead and Taunton, including offices and warehouse. The Health and Safety Manager regularly reviews the plan and ensures that all person’s assigned responsibilities as part of it are aware of, and able to carry them out. He arranges for details of the plan to be made available to all employees upon induction, and by periodic review. “Fire action” notices are displayed on notice boards and next to exit routes throughout the premises.

The Health & Safety Manager is appointed to manage the company’s fire safety arrangements. He will ensure that competent persons are assigned to carry out appropriate assessments and maintain suitable records, arrange for suitable training for employees, and ensure that adequate firefighting equipment is available in all company premises.

Non-office-based workers are required to familiarise themselves with the emergency arrangements in place on site or in third party premises, paying particular attention to evacuation procedures, how to raise the alarm and location of firefighting and first aid provision. A suitable fire extinguisher and first aid kit are provided for all company vehicles and are available for use as necessary at the place of work.

In the event of cold weather, the Logistics Manager arranges for warehouse staff to apply grit to paths and yards of premises as necessary.

## **Visitors**

The company accepts its responsibility to take care of all visitors to its premises, including members of the public, delivery drivers, potential clients, supplier’s representatives, or contractors.

Signage directs visitors to reception at the main entrance of the building at Hemel Hempstead Central, where it is mandatory, they be “booked in” upon arrival by the welcoming host (usually the manager responsible for the area of operations concerned) to look after them. The host will ensure that the visitor is always escorted whilst moving about the premises, and that their comfort and welfare is taken care of during their stay. Visitors will normally be taken to the meeting rooms where hazards are very low.

Visitors to trade sales areas will be introduced to the responsible consultants and taken to the respective area. These visitors will likewise be always supervised to ensure their safety.



If evacuation becomes necessary, the host will be responsible to conduct the visitor to the assembly point and ensure that they are kept safe.

Delivery drivers and contractors are directed to the warehouse doors where a bell is provided so that assistance can be summoned from warehouse personnel. Supervisors will ensure that these visitors are kept well away from vehicles or lift trucks working in the area.

No visitor will be permitted to enter the warehouse unless they are wearing PPE appropriate to their business (at least a Hi-Viz jacket) and are always accompanied by a host or supervisor.

## **Engagement of Contractors**

Where it is necessary to engage contractors to undertake work on company premises, the Group Commercial Director will liaise with managers to ensure that competent contractors are commissioned. He will also be responsible to monitor the preparations made by departmental managers so that works are properly specified, scheduled, and coordinated.

The Instructing Manager will be responsible to ensure that essential health and safety information is provided for the contractor, and that relevant documentation is requested from them, for review and filing by the Health and Safety Manager. A full risk assessment and method statement must be agreed between all parties before work is permitted.

As work progresses it will be monitored by the Group Commercial Director to ensure that the specifications for the work have been achieved. The Health & Safety Manager will also review the activities to ensure conformity with the agreed safe systems of work, and to monitor impact on existing facilities. It is a condition of assigned works that all company safety rules and agreed control measures are adhered to for the duration of the works.

## **Environmental Protection**

A full Environmental Policy has been drawn up and is signed on behalf of the Board by the Group Compliance Director.

The Health and Safety Manager is responsible to monitor the environmental performance of the company, auditing against the policy, the action plan, and the audit check list.

## **Purchase and Use of Work Equipment**

The company recognises the responsibilities placed upon it by the PUWER and LOLER regulations to ensure that all work equipment is fit for purpose and safe to use.

The Health and Safety Manager has been assigned to monitor the implementation of the PUWER and LOLER regulations, working through department managers to ensure that all employees making use of equipment has received appropriate information, instruction, and training so that they will be sufficiently competent to do so safely.

Operatives are responsible to carry out pre-use safety inspections before each period of use for all tools, equipment, or machinery. Items found to be defective must be removed from use and handed back to an authorised supervisor for repair or replacement, as necessary.

Those intending to make use of tools, equipment or machinery may only do so if they:



1. Have received proper and adequate training or are under the supervision of a trainer or another competent person.
2. Have carried out the appropriate checks to ensure the safety and suitability of the item for the work intended.
3. Are wearing appropriate PPE as directed by the risk assessment or method statement for the work.
4. Agree to comply fully with the defined safe system of work set out for the task, or for the use of the equipment concerned.

To support this policy, managers with purchasing requirements must liaise with the procurement department to ensure that the following principles are observed whenever items are considered for purchase:

1. A full specification must be drawn up, including details of installation, power requirements, methods of operation, maintenance, and waste disposal.
2. Only equipment or machinery marked "CE" may be purchased and must be sourced from reputable suppliers.
3. Full instructions and training for operatives is available.
4. Full maintenance instructions or servicing arrangements are available.

The Financial Director must be involved so that sufficient resources can be committed to ensure that necessary instruction, training, and maintenance requirements can be provided should the purchase be authorised.

## **Work Carried Out as Sub-Contractors on Developers Sites**

The company accepts its responsibility to ensure as far as is reasonably practicable, the health and safety of its employees, other trades and members of the public is not compromised by its work activities on developer's sites. This over-arching principle is explained to all peripatetic workers, and they are expected to cooperate fully with the policy set out below.

The Installation/Project Manager are responsible to ensure peripatetic workers are provided with:

1. Sufficient information, instruction, training, and supervision to enable them to carry out their work safely in diverse workplaces and situations.
2. Copies of appropriate risk assessments and method statements to enable the work on specific sites to be carried out, particularly where non generic features are known to be present.
3. All relevant instructions or site-specific safety requirements supplied by developers.
4. Details of the arrangements for supervision and who to report to if problems arise on site.
  
5. First aid and firefighting equipment along with instructions on how to proceed in the event of an accident or other emergency.
6. Suitable PAT tested tooling where necessary.

The Group Compliance Director will ensure that:

1. Areas of concern raised by employees working on site are given adequate attention to resolve issues and are raised with other managers or representatives as necessary, to ensure the health and safety of all employees.

2. All accidents, incidents and near misses occurring on developer's sites are reported to the Health and Safety Manager, to enable liaison, investigation, reporting and recording, as necessary.
3. Unannounced periodic inspections are carried out on workers on site to monitor performance, ensure quality of work and conformity with agreed safe systems of work are of an acceptable standard.

Operatives working on developer's sites are responsible to:

1. Book in at site office, sign off site copies of RAMS and ensure that site management know where they will be working.
2. Familiarise themselves with site specific risks and safety procedures advised by site management.
3. Carry out their duties in harmony with the risk assessment and method statements provided for the project, and work in a safe and tidy manner always to ensure the safety of themselves, other trades, or other persons on the site.

Operatives are required to carry out Dynamic Risk Assessments prior to starting work whenever unexpected circumstances are found which make it difficult to follow the agreed safe systems of work. Appropriate notes should be made on plot specific sign off paperwork so that amendments can be made to the standard documentation, as necessary.

Copies of site-specific documentation, safety notices and toolbox training materials are maintained by the Health and Safety Manager and are circulated to employees and supervisors under the oversight of the Installation Managers. Copies can be made available to developers and interested parties upon request.

## Duties under CDM (2015)

The company accepts its responsibilities as a **CONTRACTOR** under the CDM (2015) Regulations and is experienced at cooperating with the requirements of many Principal Contractors for whom work has been undertaken under previous versions of the regulations.

In establishing the company's organisational capability to secure health and safety in all its aspects, the Health and Safety Manager has obtained accreditation with a range ofSSIP assessment bodies and will ensure that these arrangements are maintained by way of annual reassessment going forward. Full assessments are undertaken with SMAS, CHAS, CQMS and Constructionline.

The company maintains registration under the Gas Safe scheme, and individual installers are trained for, and carry personal Gas Safe registration cards. All employees attending developer's sites are trained for and tested under the CSCS card scheme. By these means, operatives achieve an appropriate level of competence for their works on site.

Arrangements are put in place to ensure that all work assigned to the company in its role as a contractor can be properly planned, managed, monitored, and coordinated in proportion to the level of risk, so that work under its control can be effectively carried out without detriment to the health and safety of any person.

When work is assigned or sub-contracted to the company the sales department pass all specifications, quotes, and relevant information on hand to the administration department who ensure that a Project Manager attends site to carry out an inspection to assist in properly planning the work. He will verify the following:

1. That the Client and Principal Contractor have demonstrated due diligence and discharged their duties, and that all necessary documentation and safety information affecting the works has been supplied.
2. That the Principal contractor has taken care of the requirements of schedule 2, and that appropriate welfare facilities are available for use of DBD employees, as necessary.
3. Timescales are agreed that are realistic and can be achieved in terms of availability of stock, personnel, and equipment without detriment to safe systems of work.
4. That works can be safely coordinated with other trades working on the project to avoid unsafe conditions or over-crowding and ensure safe access will be available to the workplace.
5. Site specific hazards and the level of information, instruction, training, and supervision necessary to ensure operatives can work safely.
6. That all documentation required by the Principal Contractor for inclusion in the Construction Phase H&S Plan is provided in a timely manner.

Working through the scheduling teams, the Installation/Project Manager responsible for the project will:

1. Ensure that all operatives assigned to work on the project are competent, having the necessary skills, knowledge, training, or experience to carry out their duties safely. This is kept under review as the project moves forward to ensure that individual competencies match the need on site.
2. Ensure that the operatives are adequately resourced and informed of all site safety issues requiring their attention.
3. Ensure that all work has been properly planned, and can be managed and monitored effectively, and workers properly protected throughout the project.
4. Ensure that the workforce is properly consulted on matters affecting their health and safety.
5. Attend progress meetings on site as necessary during the project, to ensure that there is good coordination and cooperation with other trades.
6. Provide all necessary information, including other contractor's work, to enable operatives to work safely with other trades, and the requirements of the Construction Phase H&S Plan.
7. Ensure that all operatives are familiar with the arrangements for reporting unsafe conditions or matters of concern to site management.
8. Ensure that operatives know how to respond appropriately to any foreseeable emergency situations, including the obligation to warn others and stop work if such situations cannot be effectively resolved.
9. Ensure that adequate supervision is provided so that works can be effectively managed and monitored proportionately as work progresses.

The company may be called upon to provide kitchen designs at the behest of the Principal Contractor. All designs are aesthetic representations of the client's requirements and design led by the Client/Principal

Contractor and are subject to revision by the Client/Principal Contractor at any time. Under these circumstances those involved in the design element of the works will ensure that:

1. Clients and Principal Contractors are aware of and have carried out their duties under the regulations.
2. They are themselves competent and adequately resourced to address their own duties and take care of any health and safety issues likely to arise during the design work.

3. In planning layouts etc., avoid foreseeable risks to those involved in installation, future use of and maintenance of the products specified.
4. Provide adequate information about any significant risks associated with the products, or the installation or maintenance work at the planning stage, or upon completion of the works, as necessary.

## **Appointment of Sub-Contractors**

The company may from time-to-time call upon the services of sub-contractors to assist in meeting peaks in workload at busy periods, or in servicing requirements at locations distant from company operating centres. When this is the case, work will only be assigned to companies who have demonstrated an understanding of health and safety requirements, and an ability to manage and monitor work effectively as required by CDM regulations.

All sub-contractors, including labour only are required to meet the standards of DBD safe systems of work, and to observe the requirements of the company RAMS supplied to developers, copies of which will be provided for their reference.

The Group Compliance Director is responsible to ensure that managers desirous of engaging potential sub- contractors have them complete a pre-qualification questionnaire and supply all relevant health and safety documentation. The replies must be considered by himself, the initiating manager, and the Health and Safety Manager. The assessment process includes an interview and where possible a site visit to ascertain the quality of workmanship and competence, as well as taking up references. Suitable records are maintained by the managers involved.

A data base of approved sub-contractors is maintained by the Health and Safety Manager. Only those who have demonstrated that they have the necessary skills, knowledge, training, experience, and resources to execute the work safely and competently will be included on the list.

The Group Compliance Director will monitor the work assigned to sub-contractors, ensuring that random site inspections are carried out by Installation or Project Managers at frequent intervals to verify that work practices and quality conform to the agreed standards. The Health and Safety Manager will carry out Audits at frequent intervals to ensure all safe systems of work are adhered to. The records of these visits will be stored digitally on company servers. An annual audit will be carried out by the Health and Safety Manager to ensure that all documentation and inspections relating to sub-contractors are up to date and relevant to the activities assigned to them.

The operations department is responsible to advise the Health and Safety Manager when sub-contractors are assigned work on developer's sites, so that they can be provided with copies of the site-specific RAMS agreed with site management for the work.

## **Work in Third Party Premises**

Separate policies have been drawn up covering the conduct of employees while working in occupied domestic or commercial premises. These focus on customer care and quality issues, and generic hazard information. Where specific or extraordinary hazards are expected, additional RAMS will be provided by

the Health and Safety Manager following details supplied by Project Managers. Interested parties may obtain copies of these documents upon request to the Health and Safety Manager.

## Personal Protective Equipment

Appropriate PPE is provided free of charge for all employees and temporary staff as required by the risk assessments for their work activities and a consideration of their personal needs. Initial supplies and full instruction on use and care is provided at the time of induction under the oversight of the procurement department's stores administrator. He is further responsible to maintain stocks in suitable condition in the company stores, and to replace faulty or time expired items as required by operatives.

Employees are responsible to make correct use of all necessary items of PPE as required by the company risk assessments and developers site safety plans. They must inspect all items prior to each period of use, ensuring that defective or faulty items are returned to the procurement department stores administrator for repair or replacement as appropriate. Misuse of PPE in any way, or failure to wear it when instructed by developer's site rules or DBD risk assessments is regarded as a disciplinary offence subject to the company's disciplinary procedures.

## Control of Substances Hazardous to Health

The company accepts its responsibility to limit the use of products covered by the COSHH regulations, ensuring that exposure is kept to the absolute minimum, and that consideration be given to substituting safer alternatives whenever possible.

The procurement department must obtain a Material Safety Data Sheet (MSDS) for each substance first introduced into the workplace and will pass a copy to the Health and Safety Manager. He is responsible to carry out a COSHH assessment for all substances embraced by the regulations which are stored or used in company premises, or by employees where work is carried out elsewhere. He will conduct an audit annually to ensure that all COSHH substances have been identified and that up-to-date assessments are on file for each product found.

Instructions for the safe use of the substances are circulated to employees as necessary, along with what PPE may be required and first aid measures that are to be taken in the event of contamination involving them. Copies are made available to developers along with risk assessments and safe systems of work at the outset of a project.

Employees are responsible to handle and use substances in accord with the COSHH assessments, and to ensure proper use of PPE as required. Supplies are available from the procurement department as described above. Instructions make clear that employees must not use substances where no assessments can be found.

Where substances are brought onto company premises by outside contractors, the Health and Safety Manager will require COSHH assessments to have been carried out by the contractor. He will check the suitability of the assessment, and approve the use of the substances, or otherwise. Copies will be maintained in company records. All use of these substances must conform to the assessments on file.

## Manual Handling

The company recognises that a substantial part of its work activities involves moving goods by bodily force, and whenever possible mechanical aids should be provided to reduce the risk to employees. However, the need remains for much work to be carried out by hand. Specialist Manual Handling training has been provided for all regular staff and is reviewed periodically.

The Health and Safety Manager has carried out Manual Handling Assessments for all regularly occurring operations using the HSE V-MAC and RAPP systems. These have been incorporated into departmental risk assessments and circulated to all relevant staff. Instructions have been provided on hazard identification and dynamic risk assessment so that operatives can ensure that they do not endanger themselves by lifting or carrying loads which exceed their personal comfort or capacity. All

operatives are authorised to abort any manual handling which they suspect will harm their health or safety.

Schedulers are required to ensure that sufficient resources are allocated where items of extraordinary size or weight are to be moved. Vehicles with tail lifts must be considered for all items exceeding 90kgs, and additional personnel where team lifting is required, using a rule of thumb of one able bodied person for each 35kgs. The Instructing Manager is responsible to closely monitor these activities, and to frequently review the availability of suitable manual handling aids so that these can be introduced as soon as is practicable to reduce risk further.

Operatives understand that they can request assistance from their supervisors whenever they suspect that manual handling may be harmful to them. They are instructed to report any conditions affecting them which may make manual handling more hazardous for them.

## **Work at Height**

Work at height involving the use of any form of access equipment is only permitted if a suitable and sufficient Work at Height Assessment has been carried out, and a safe system of work has been properly briefed to the operatives by their supervisor. Where documentation is not available, operatives must ensure that a dynamic risk assessment is carried out and that the work is properly planned.

A variety of three tread steps and hop-ups are available for use in company premises. Operatives must carry out pre-use safety checks before using any of these items. The Health and Safety Manager arranges periodic checks to ensure that they remain serviceable.

Work at height on developer's sites is limited to installing extractor hoods or ducting at head height, for which shorter operatives require access equipment. It may also be necessary for kitchen fitters to gain access above shoulder height when installing tall or wall mounted units. The company provides three tread step sets with handrails conforming to EN131/Industrial standard for this purpose. However, in response to the blanket ban on stepladders imposed by some sites, operatives also make use of proprietary hop ups not exceeding 500mm in height. All items are inspected periodically by the Health and Safety Manager to ensure they remain safe to use.

It is recognised that loading and unloading goods vehicles falls within the scope of the Work at Height regulations, and that these activities should be carried out by mechanical means whenever practicable to avoid the risk of persons falling from height. Provision of tail lift equipment and safe methods of access to vehicles is the responsibility of the Logistics Manager. Edge protection has been retrofitted to delivery vehicle tail lifts to prevent falls of personnel and goods.

The Group Compliance Officer is responsible to keep these issues under review, and to actively search for other methods of preventing falls from height which will be suitable for company use.

## **Workplace Transport**

Vehicle movements in areas around company premises are recognised as particularly hazardous, and employees are reminded to enter and leave with due caution when on foot. Parking areas are set out for staff use, and space is reserved for visitors in the area immediately outside the foyer doors where reception is located.

Drivers are required to drive at low speed and with all due care and attention. Drivers must be alert to the needs of pedestrians near the buildings and are not permitted to reverse up to the warehouse doors or dock levellers unless supervised by a competent banksman.



## Company Vehicles and Driving

The company notes that “driving vehicles at work” is a hazardous activity and accepts its responsibility to identify and reduce risk as far as is reasonably practicable. To assist in this, membership of ROSPA and certification at silver level of the FORS scheme are maintained, and the Logistics Manager is responsible to ensure that use of the roads complies with best practice as set out by these agencies, and in accord with the requirements of its operator’s license, VOSA and industry best practice.

A specific Transport Policy has been drawn up and is circulated in the staff handbook and in the form of memos to company drivers. The principal elements of the policy are noted below.

The Group Commercial Director is responsible to ensure that all vehicles purchased by the company are suitable for purpose and conform to the best safety specification available.

The Logistics Manager is responsible to ensure that:

1. Vehicles hired in for company use are fit for purpose and roadworthy.
2. Company vehicles are maintained in accord with the manufacturers and VOSA requirements.
3. All drivers are adequately licensed and qualified for their intended duties.
4. Drivers’ hours and performance are monitored to ensure that their activities stay within the limits imposed by the Working Time Directive and tachograph requirements, as necessary.
5. Appropriate records are maintained of data from tracking systems, as well as road traffic offenses, parking tickets, accident reports and insurance claims in order that training, disciplinary or remedial action can be arranged as necessary to achieve the highest standards across the fleet.
6. All road traffic accidents are recorded, reported to the insurers without delay and thoroughly investigated to ascertain the suitability of drivers to continue using the roads on company business.

The Group Commercial Director is responsible to ensure that the work of other managers and schedulers is co-ordinated to minimise driving requirements, seeking to reduce overlong journeys or workdays for operatives.

The Health and Safety Manager is responsible to:

1. Identify all significant driving and transport hazards, and ensure that they are properly risk assessed, and measures taken to reduce the risk as far as is reasonably practicable.
2. To provide information on road safety issues to managers and staff to promote safe driving within the company.

The Group Compliance Director is responsible to audit transport activities against the policy and agreed departmental procedures to ensure that their objectives are achieved. He will report to the board on such matters.

Employees undertaking driving on behalf of the company are responsible to:

1. Make available to the Transport Manager their driving license details and agree to VOSA checks upon request.
2. Take sensible breaks from driving duty, complying fully with the requirements of the Working Time Directive or tachograph rules if applicable to their activities.
3. Observe the requirements of road traffic law, The Highway Code and safety guidance provided by the management so that driving and use of the roads can be carried out in a safe and legal manner.



4. Refrain from the use of mobile phones or other forms of "in vehicle" technology while their vehicles are in motion.
5. Ensure that their eyesight conforms to legal requirements, including submitting to appropriate site tests as required by road traffic law.
6. Observe the prohibition on smoking in the workplace legislation as applicable to vehicles.
7. Take reasonable measures to protect the vehicles and contents from theft or damage.
8. Be aware of the risk's peculiar to lone working and conform to safety guidelines issued to peripatetic workers.
9. Report to the Logistics Manager:
  - Any defects or damage affecting the assigned vehicle while in their charge.
  - Any accidents they may have while driving.
  - Any health problems likely to impact on their ability to drive.
  - Any driving convictions affecting their license.
  - Any changes to their legal entitlement to drive.

### **Work at Satellite Locations**

The company makes use of additional storage facilities in various parts of the country to service distribution and installation work throughout the UK. Where these premises are leased or owned by the company, they are viewed as extensions of the normal DBD workplace, and this policy is considered binding on employees working at them.

In the case that such premises are controlled by third parties, company employees will follow the requirements of the policy relating to work on third party premises set out above.

The Group Commercial Director is responsible to ensure that satellite premises are suitable, safe, and well maintained and that appropriate safe systems of work are established to cover all operations of employees and sub- contractors.

### **Noise and Vibration**

The Health and Safety Manager is responsible to carry out noise and vibration assessments and to ensure that if work activities or use of machinery is found to exceed safe levels, appropriate action is taken to safeguard the health of employees. These measures include issuing suitable warnings, signage, and protective equipment.

The Installation Manager is responsible to monitor all work activities on developer's sites, to ensure that noise and vibration assessments are available for all processes where levels could be expected to pass legal limits. He will advise the Health and Safety Manager so that suitable assessments can be drawn up where concern exists.

He is further responsible to ensure that all tooling provided to installers is of the best specification available, is properly maintained and that employees know how to keep cutting edges sharp to reduce the levels of noise or vibration generated by their work.

### **Other Specific Hazards**

Other areas of concern have been identified and separate policies developed to cover the needs of employees. These include Working at Home, Lone Working, Alcohol and Drugs, Smoking, Stress, the Threat of Violence, Display Screen Equipment, Noise, Vibration, Transport, Grounds Maintenance,

Work in Domestic and Third-Party Premises, Environmental Protection, Warehouse Lift Trucks and Driving at Work.

In addition to the comments contained in this document, the policies listed above are contained in the staff handbook and are discussed with employees as part of the induction process, and as part of toolbox training as opportunity and operational circumstances require. Copies can be obtained upon request to the HR Manager, or Health and Safety Manager.

**Appendix 1.**

As of 19.1.2024, individuals assigned duties under the foregoing policy are listed below.

- Group Managing Director Appliances – Samuel Firth Bernard
- Managing Director Kitchens – Michael Power
- Group Compliance Director – Martin Appleyard
- Chairman of the Board – Neil Harvey
- Group Finance Director – Christine Crouch
- Group Commercial Director – Alex Firth Bernard
- Head of HR – Jody Charles
- Health and Safety Manager – Ryan O’Mahony
- Logistics Manager – Frank Fallon
- Senior Installation Manager - Jon French
- Installation Manager – Jason Collins
- Senior Project Manager Appliances – Tom Kenward
- Strategic Project Manager Appliances - Kevin Pettitt
- Operations Manager Kitchens – Katherine Claydon
- Senior Technical Training Manager Kitchens – Eddie Dowd
- Project Managers Kitchens – Dan Jackson, Karl Rogers, Moses Shinkaiye
- Loader Team Supervisor - Roy Palmer
- Procurement Manager – Alex Bernard
- Service Coordination Manager – Jane Swan
- Early Duty Managers – Jon French, Frank Fallon, Jason Collins

<b>Owner:</b>	Martin Appleyard
<b>Filename:</b>	Health and Safety Policy
<b>Location of Document:</b>	SharePoint/Health and Safety Folder
<b>Date:</b>	1.5.24
<b>Status:</b>	Issued
<b>Version:</b>	1.3
<b>Review Date:</b>	19.1.25